

RIVERSIDE ARTS CENTRE ANNUAL GENERAL MEETING

Tuesday 12th July 2016

PRESENT

Eric Champion	Honorary Chairman
Carole Dow	Honorary Secretary
Ziz Coltart	Honorary Treasurer
Carmen Souchet	Membership Secretary
Robert Johnson	Shepperton Players
Ian Dow	Riverside Youth Theatre
Margaret Goodgame	Sunbury Flower Club
Mary Wallis	Sunbury Flower Club
Jean Simpson	Sunbury Flower Club
Pat Champion	Shepperton Players
Anthony Caporn	Associate Member
David Young	Manor Players
Richard Fordyce	Shepperton Players
Chris Dunne	Manor Players
Margie Stanford	SSAA
Jackie Batten	Riverside Youth theatre
Pete Smith	Riverside Youth Theatre
Emma Heaton	Riverside Youth Theatre
Moira Edwards	SSAA
Jean Cain	RAC

APOLOGIES

Carol Caporn, Jeremy Edwards, Catherine and Richard Black, Val Alderson, Emma Dow, Kevin Welling, Vicki Prince, Peter and Christine Norgate.

The chairman warmly welcomed everyone to the meeting.

1. MINUTES

The minutes of the 2015 AGM were taken as read by the meeting and were unanimously accepted as an accurate record and signed by the Chairman.

2. MATTERS ARISING

There were no Matters Arising.

3. DIRECTOR'S REPORT

3.1 The Chairman ran through pages 1-6 of the Annual Report and Accounts, which is set out in the format required by the Charities Commission and Companies House. The Memorandum of Association, our governing document, is available for perusal on request.

3.2 Trustees.

Eric explained that Peter Anderson, last year's Treasurer had stepped down because of ill-health. Ziz Coltart was co-opted as Treasurer in September and is willing to continue. Freda Anderson stepped down as Bookings Secretary and was replaced by James Ford Bannister.

Eric asked the meeting to acknowledge Peter Anderson's outstanding contribution to RAC as Treasurer since 1998 and RAC Club (the bar) for many years before that.

3.3 There has been no change in Affiliated Bodies during the year.

3.4 The report outlines the actions taken to minimise risks including regular inspection of the facilities and equipment . Insurance Policies are carried to cover all eventualities.

3.5 Activities and performance.

The meeting was reminded that the present 21 year lease for 59 Thames St. expires in 2020. It is hoped that a further 21 year lease will be granted by Spelthorne Borough Council.

Eric pointed out that RAC is responsible for maintaining and repairing the building and to this end, as part of the continuing programme of improvements outlined in the report, Ian Dow, James Ford Bannister, Kevin Welling and John Hart were thanked for their work in upgrading the stage lighting by installing modern LED lights, which are much more energy efficient.

Further efforts to reduce utility bills have been the installation of 'dual flush' toilets, replacement of tungsten lights with LEDs in all public areas and modifications to the heating in the Craft Centre and to the storage heaters.

Redecoration of the exterior of no.57 and interior of The Studio were completed by contractors during the year.

Utilisation of the Centre decreased to a very small extent during the year, but bookings are now increasing, with several new well attended regular monthly events. Eric gave a snapshot of the use of the building by outlining what had gone on today – as well as the AGM there was a drama rehearsal in the Studio, a local community committee meeting in a meeting room and Yoga in the Craft Centre. Earlier in the day the Flower Club, Keep Fit and the Associated Board music exams had taken place.

3.6. Financial Review

A detailed review is printed in the Annual Report

The main sources of income are rents, members' subscriptions, donations from the Bar Club and deposit account interest. The total income this year was £51,753.

Expenditure on the premises this year was £33,967. The biggest costs were those of building maintenance (£8,036), heating and lighting (£8,929) and insurance (£9,137)

The surplus of income over expenditure was £15,193.

3.7 Future plans.

A continuing programme to reduce utility bills is planned, particularly savings on gas consumption by replacing the 1970s gas boiler in 57 Thames St.

New wiring on all stage lighting bars will be completed during the summer and a new projector will be installed as will new stage dimmers.

There were no questions on this report.

4. TREASURER'S REPORT AND ADOPTION OF ACCOUNTS

4.1 The report and accounts for the year ending 31st March 2016 were presented, having been examined by Mr. Jeremy Edwards, the Independent Examiner.

4.2 The Treasurer reported that rents were up by a small amount, and the donations from the Bar Club were £9,952. The Bar Club committee was congratulated on this amount and it was noted that income from the Comedy Club evenings and the Jazz evenings had helped.

Jean Cain was thanked for her sterling work in maintaining the bar rota.

The chairman asked for the financial report to be adopted. This was proposed by Tony Caporn and seconded by Ian Dow. It was passed unanimously.

5. CHAIRMAN'S REPORT

Eric was pleased to report yet again that 2015-2016 had been a very successful year as outlined in detail in the Director's report.

He has been Chairman since 1998 and is happy to continue. It is very important to maintain the good work that has gone on at the Arts Centre in order to encourage council support for a renewal of the lease in four years' time.

Questions were invited from the floor. Moira Edwards asked who was responsible for locking the premises when the final group had left. Eric explained that this was the last group to leave. It is incumbent on this group to make sure there is no one left in the building and then to lock up the building and the yard. Groups will be reminded of this responsibility.

6. TECHNICAL DIRECTOR'S REPORT.

There was no report at this time. Eric reminded the meeting that Peter Norgate manages the RAC website, and that groups should send any information they wished to be published to him.

7. SSAA

Moira Edwards is the new Chair, having been appointed at the SSAA AGM last week.

She congratulated last year's committee on an excellent year. The Coffee concerts were particularly successful. There are two more booked for the autumn, but before that the Little Festival takes place from the 21st – 24th July.

The new committee is working well, and will be considering new fundraising events for the future. New members are always welcome to join the committee.

Moira thanked RAC for the £1000 sponsorship for the Little Festival, and also the RYT technical team for their support.

8. ELECTION OF OFFICERS

Peter Anderson and Catherine Black are retiring. Ziz Coltart was nominated by the committee, thus needing no seconder and was appointed unanimously. Moira Edwards was elected by the SSAA committee and is now a full trustee and director.

9. PRESENTATION OF THE BASIL MILES AWARD

This award, for the most memorable event at Riverside during the year was given to Shepperton Players for their production of Butterflies are Free, which was presented in 'the round', and was an excellent standard.

10. APPOINTMENT OF INDEPENDENT EXAMINER

Jeremy Edwards is willing to continue in this role and was unanimously elected.

11. ANY OTHER BUSINESS

No AOB had been received by the deadline of June 30th, but the Chairman was willing to accept topics from the floor.

11.1 Chris Dunne expressed appreciation of the installation of WiFi . This has proved to be extremely helpful to groups. Eric thanked Pat Langley for his assistance with the installation.

11.2 David Young suggested that the name 'Riverside' should be more prominently displayed in publicity. Manor Players are considering establishing a joint box office and plan informal meetings with other groups to discuss this.

Further discussion ensued on promoting the Arts Centre and encouraging groups to work more closely together.

There was no further business and the meeting closed at 21.06.